



Peer Coaching / Collaborative Team Meeting – Observation Form

Date: 2/9/04

School: Williams MS

Observer: Jane Doe

Time session started: 7:32 am

Time session ended: 8:10 am

Tasks Observed	Peer Coaching Groups Observed (check tasks that the principal and specific groups participated in during this session)						
	Principal	Group A	Group B	Group C	Group D	Group E	Group F
Plan a lesson.	X					X	
Share desired student outcomes.							
Ask for ideas about student outcomes, concepts, organizing students for a lesson, or assessment ideas.			X				
Study student work; decide what to do next.							
Share how students responded to tasks.							
Share/show materials to be used or that have been used.		X			X		
Rehearse a lesson.							
Ask questions for clarification in response to partner's questions.	X	X					
Watch video tape of a lesson.							
Decide when to meet next and what task to work on.		X				X	
Record this session on minutes.		X	X	X		X	
Set time to observe/teach.							
Fill out/complete individual implementation log				X	X	X	
Enjoy studying, learning & working together.							

Additional notes/observations/comments: